

**JOB DESCRIPTION**

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| **School** | Waterloo Primary school |
| **Job Title** | CASUAL CLEANER |
| **Grade** | GRADE B3 |
| **Responsible to** | Head Teacher and Site Manager |

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| **PRINCIPAL RESPONSIBILITIES** |
| **Summary of Role**  To undertake cleaning duties under the supervision of the Site Manager within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.  **The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.** |

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| **1. Duties/Responsibilities** | |
| 1.1 | To clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilet and associated facilities, and fixtures and fittings using, where appropriate, powered equipment. |
| 1.2 | To become conversant with the operation and maintenance of cleaning and maintenance equipment. |
| 1.3 | Liaise politely and effectively with other staff and pupils/parents etc. |
| 1.4 | Understand and follow cleaning schedules and instructions. |
| 1.5 | Operate to formal work practices and procedures at all times. |
| 1.6 | Operate to formal Health and Safety Procedures at all times. |
| 1.7 | Participate and contribute to ongoing personal and service development. |
| 1.8 | Fulfil personal requirements where appropriate with regard to Trust policies and procedures, particularly health and safety, equal opportunities, care of children, emergency evacuation, security and standards in relation to the work place. |

## Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.

**Developing Self and Others** - Ability to critically analyse self and others in order to access relevant training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. To support others’ learning and share learning with others.

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**Person Specification**

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| **ASSESSMENT METHOD** | **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Application and Interview | Experience in cleaning in the public/ private sector. |  | √ |
| Application and Interview | Use of powered equipment. |  | √ |
| Application and Interview | Must have high hygiene standards both operational and personal. | √ |  |
| Application and Interview | Ability to work on own initiative | √ |  |
| Application and Interview | Must have a high awareness of confidentiality | √ |  |